

10 MAY 1976

MEMORANDUM FOR THE RECORD

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FROM : [REDACTED]
Secretary

SUBJECT: Minutes of the 29 April 1976 OTR Staff Meeting

1. The 29 April 1976 OTR Staff Meeting convened at 1400 hours and adjourned at 1530 hours. The DTR opened the meeting by reporting items of interest from the DDA morning meeting. He then proceeded around the table for items from the members.

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2. Nominations for Public Service Awards were discussed briefly. No nominations were made, and [REDACTED] was asked to prepare a memorandum to that effect for OP (Action: [REDACTED]).

3. The Secretary briefly discussed the background of Agency liaison with the Defense Intelligence School and the problems which have arisen recently. The DDTR noted that the situation is currently in disarray, largely due to the turnover of Agency Senior Training Officers and DIS officers. He suggested that one solution would be to establish a focal point in OTR, either in the O/DTR or II. Chief, II, stated that, since the withdrawal of the CIA Liaison Officer in June 1975, the DDA focal point has been in II, first [REDACTED] and now [REDACTED] but this arrangement was probably not a good idea for an Agency focal point. He noted that the Agency not only provides speakers for DIS courses, but sends students to some of their courses and a good working relationship is necessary. The DTR stated that it is very important to centralize this function. The members discussed several possibilities. It was agreed that the focal point belongs in II. A final decision was deferred until the week of 3 May (Action: DTR and Chief, II).

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4. The DTR noted that a paper on guidelines for Agency speakers who address outside groups had been prepared. It was scheduled to be discussed at the Management Committee on 21 April, but the meeting was cancelled. The DTR asked Chief, II, to go over the paper and prepare any comments he might have.

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5. Chief, PRS, recalled that Unit Chiefs' meetings in the past have been successful, and this year's is scheduled for 16-18 June. He will send out a request for agenda items, work up the agenda and coordinate it with the Unit Chiefs. He outlined the general kinds of topics which should be covered. The DTR enjoined the members to put serious thought into these topics. They must be discussed fully and then followed up with appropriate action.

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6. The DTR stated that he would like to have an all-hands OTR conference this year at [REDACTED]. The objective would be to give the participants a sense of unity in OTR and also an opportunity to hear about activities in OTR and other parts of the Agency. The members discussed at some length the problems of scheduling such a conference and the diversity of interests within OTR. Chief, CTP, noted that any attempt to segregate the audience--clericals, managers, instructors, etc.--would defeat the purpose of making people feel part of a united OTR. The DTR stated that items on the agenda for this conference must be topics which are of interest to all. Chief, PRS, was charged with establishing dates and working up a plan for this conference (Action: Chief, PRS).

7. The Secretary explained the suspense file which is being established by the DTR. Responsibility for each item coming into OTR which requires action will be assigned to a specific officer or unit with a suspense date. This information will be entered on a card in the OTR Action Items book. Prior to each biweekly Staff Meeting, the page of action items pending will be Xeroxed and a copy provided to each member of the meeting. The members will be asked to give a status report on items for which they are held accountable. The DTR explained that he has found this system useful and effective in the past. It is designed to assure that OTR responds promptly to action requests.

8. The DTR stated that OTR Instructions and Notices need updating, especially those dealing with personnel matters. He had brought with him the OJCS Instructions on panels, counseling, and the like. The DDTR has these and will work with Chief, PRS, in revising and updating OTR's Instructions along similar lines. OTR personnel must have a clearer idea of what is expected of them, what the rules are, etc. The DTR expressed his desire to do the same thing for [REDACTED] Instructions, and particularly to get a clear-cut charter signed by the DDA. [REDACTED] noted that the DTR has the book of [REDACTED] Instructions, which should be in consonance with OTR's.

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9. The DTR opened the discussion of OTR policies by stating that there will be some changes in a couple of weeks, but these will only be minor. New LOIs will probably be developed, particularly for the D/OT and the Unit Chiefs. He is still sorting out the various OTR activities in his own mind. The Unit Chiefs are responsible for a lot of people, and there should be no doubt who is in charge. OTR's mission makes it difficult to operate sometimes, with people going in various directions, but each Unit Chief must maintain a handle on things. He noted that some correspondence recently, particularly course schedules, had gone out with typographical errors, misspellings, and the like.

10. The DTR stated that he is a firm believer in the chain of command. OTR Headquarters must help the [REDACTED] and be a link between other components and the [REDACTED] we must educate other components to this fact. [REDACTED] noted that he has representatives from the Offices of Personnel, Finance, Communications, and Security stationed at [REDACTED] Personnel from these Offices sometimes try to deal directly with their home offices and usually succeed in causing confusion. In the operational training field, [REDACTED] is trying to work the D/OT into a focal point position for Directorate of Operations matters with [REDACTED]. The DTR gave several examples of recent problems which have been caused by direct contacts. It was pointed out that, by regulation, the Office of Personnel must be informed immediately when something like an accident happens to an individual. The DTR also stated that the procedures outlined above are not intended to hinder OTR Headquarters components from dealing directly with the [REDACTED] on such matters as reservations, schedules, and the like. In conclusion, [REDACTED] requested that, if Unit Chiefs pick up rumors from people returning from the [REDACTED] these rumors be placed in the proper channels so he can refute or explain them.

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OTR Staff Meeting
Thursday, 29 April 1976, 1400 Hours

AGENDA

1. Nominations for Public Service Awards Mr. Fitzwater

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2. Liaison with DIS



3. Agenda Items for Unit Chiefs Meeting
in June

4. Suspense Items Mr. Fitzwater

5. Discussion of OTR Instructions and
Notices Mr. Fitzwater

6. Discussion of OTR Policies Mr. Fitzwater

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